



ARNOLD SCHWARZENEGGER – Governor  
SUNNE WRIGHT MC PEAK - Secretary, Business, Transportation & Housing Agency  
JEFF DAVI, Real Estate Commissioner

**DEPARTMENT OF REAL ESTATE**  
*Equal Opportunity Employer*  
*Job Opportunity*

**OFFICE ASSISTANT (TYPING)**  
**Sacramento**  
***Permanent Full-Time***

The Department of Real Estate has a vacancy in the Licensing/Master Files Section for an Office Assistant (Typing). The position is permanent, full-time. The Department is located at 2201 Broadway, Sacramento.

***Duties of the position include:***

- Originating, maintaining and updating real estate license master files
- Prepare paper documents and microfiche for electronic image scanning, validating and verifying
- Sort, remove staples, and photocopy documents
- Scan, validate, and verify licensee's master file fiche and paper documents for electronic storage
- Complete batch control sheets

***Required Qualifications:***

- ***A valid typing certificate for 40 wpm is required. If you have a current typing certificate, please attach a copy to your application. If you do not have one, the DRE can administer the typing test.***
- Ability to work with a numerical filing system
- Ability to follow oral and written directions
- Ability to communicate effectively with all levels of staff
- Good typing and spelling skills
- Excellent interpersonal skills

***Desirable Qualifications:***

- Knowledge of Real Estate Licensing laws, regulations, rules, policies, and procedures
- Dependability and excellent attendance

***Salary:*** \$2003-\$2641

***Who may apply:***

Current State employees at the Office Assistant (Typing) level, individuals who are transferable to the class or those with list eligibility. ***Priority consideration will be given to SROA/Surplus employees. Please attach SROA/Surplus information to your application.***

***Submit Applications to:***

Linda Luna, Personnel Services  
Department of Real Estate  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0802 or CALNET 498-0795

***For information on the position contact:***

Maria Kowalski  
Department of Real Estate  
(916) 227-0947 or CALNET 8-498-0947

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

**FINAL FILING DATE: Open Until Filled**

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>.

**Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.**

